

Court Clerk II

15th Judicial District Court

Ann Arbor, Michigan

The 15th Judicial District Court, located in Ann Arbor, Michigan, seeks qualified applicants for the position of Court Clerk II to be assigned to the Traffic/Criminal Division, Case Management Office. This is a non-exempt full-time (40 hr. per week) permanent position reporting to the Lead Clerk of the Traffic/Criminal Division.

The duties of this position are:

1. Performs an intermediate level of clerical work of some complexity and variety under limited supervision;
2. Assists members of the public in the resolution of problems and non-routine questions;
3. Performs other tasks requiring independent judgment and decision-making based on a well-developed knowledge of court procedures;
4. Responds to inquiries at the service counter or by telephone regarding citations and criminal cases;
5. Sets dates for formal and informal hearings, arraignments and motions according to established criteria by consulting judicial calendars, police department schedules and other documents;
6. Sorts, codes, and enters citations and complaints into computer system;
7. Types forms, warrants, summons, orders, and other legal documents according to established procedures;
8. Initiates action regarding delinquent cases, prepares Default Judgments, Failure to Appear or Failure to Comply with Judgment notices and collections notices;
9. Enters court information into computer system; receives funds paid for fines, fees and costs, and issues receipts;
10. Updates all required case information into the computer system after all judicial proceedings;
11. Uses the Law Enforcement Information Network (LEIN) for criminal history, warrant and driving record inquiries and entries;
12. Operates equipment such as: typewriter, PC, fax machine, cash register, printers and copiers;
13. Transports, carries, and moves files to and from various locations within the Court and files same in various filing systems including multi-shelf high-density file storage systems;
14. Other relevant duties as assigned by the judges, court administrator or clerk supervisors.

The successful applicant must:

1. Be at least 21 years of age;
2. Possess a valid State of Michigan Vehicle Operator's License;
3. Have no felony or misdemeanor offense convictions;
4. Pass a criminal background check, physical examination and drug test;
5. Hold a high school diploma or GED;
6. Be able to work independently and to set priorities to meet deadlines;
7. Be able to work well in a team environment;
8. Possess good organizational, filing, verbal and writing skills;
9. Be computer literate, including the ability to use Microsoft Office Suite;

10. Possess the ability to use sound judgment within established procedural guidelines;
11. Be capable of performing the work related in this posting.

In addition, the following characteristics are highly preferred:

1. Prior clerical experience in justice system operations, probation services, corrections, or a related field;
2. Prior experience with the State of Michigan Judicial Information Systems (JIS) court management system.

Compensation & Health Care Benefits: This position is a full-time, non-exempt permanent position. The annual compensation range, depending on experience and qualifications, is \$29,220 (\$14.05 per hour) to \$40,910 (\$19.67 per hour). In addition to other benefits, health care benefits including dental insurance and vision care insurance are provided and currently require a monthly employee premium co-payment of \$20.00, \$40.00 or \$80.00 for single, double or family coverage respectively, which are scheduled to rise \$37.00, \$77.00 and \$86.00 respectively on 1 Jan 07.

Interested persons are invited to send an email expressing interest with an attached resume to Sheryl Samborn, Court Administration, at slsamborn@a2gov.org not later than 5:00 PM EST on Friday 3 Nov 06.

Persons determined to be eligible for this position by the 15th Judicial District Court may be required to provide their date of birth for background check and Law Enforcement Information Network access purposes. *Do not include your date of birth in your letter of interest or resume.*